

DEPARTMENT OF THE ARMY
Headquarters, Defense Language Institute Foreign Language Center
and Presidio of Monterey
Presidio of Monterey, CA 93944-5010



ATZP-AG

12 February 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Language Institute Foreign Language Center (DLIFLC) Command Burial Honors Policy

1. References:

- a. FM 22-5, Drill and Ceremonies
- b. DA Pam 608-4, A Guide for the Survivors of Deceased Army Members
- c. DA Pam 608-33, Casualty Assistance Handbook
- d. Troop Command SOP
- e. Army Casualty Operations/Assistance/Insurance
- f. Military Personnel Division (MPD) Intra-Net Website to Casualty and Mortuary Affairs
<http://160.133.207.105/atzp/ag/mp/>

2. Purpose: to provide information and guidance to the NCOIC and members of the DLIFLC & POM command burial detail.

3. General: See FM 22-5 Chapter 9-35

4. Responsibilities:

a. Effective 1 March 2001, The DLIFLC Primary Burial Honors Team will consist of a Joint tasking from all branches of service. HHC, DLIFLC & POM will provide the NCOIC of the Burial Honors Team and 4 Assistant NCOICs. The Burial Detail will consist of the following breakdown: HHC will provide 1 soldier, 229th MI Bn will provide 1 soldier and 1 alternate, Naval Detachment will provide 1 sailor, Air Force Element will provide 1 airmen, 311th Training Squadron Air Force will provide 1 airmen and Marine Detachment will provide 1 Marine.

b. The length of duty will consist of **two months** starting on 1 March 2001. Each branch of service will provide names to the Adjutant General Office NLT the 10th of the previous month prior to scheduled Burial Honors Detail. The second Burial Detail Team will consist of casual support from S-3.

c. The Installation CSM is responsible for counseling and inspecting the NCOIC and assistants. The Installation CSM is also responsible for briefing the NCOIC and assistants on their duties and responsibilities prior to the beginning of each quarter.

d. The NCOIC is responsible for ensuring that the detail is trained, and that all coordination between the funeral director, and the Casualty Assistance Officer is conducted prior to performing any detail functions. The NCOIC will schedule an in-brief with the Installation CSM on their duties and responsibilities NLT 5 working days prior to the beginning of the scheduled start date. He or she will also coordinate a military vehicle, weapons, and any other supplies required by the detail. The NCOIC will provide a recall roster to the HHC 1SG, and ensure that a copy is posted at the Staff Duty office.

e. The detail NCOs will conduct the training of the detail, and assist the NCOIC as needed.

f. When providing a two-man representative to present the flag, the Senior Officer or Enlisted from the respected Branch of Service must also provide a military driver and/or vehicle. The two-man detail will perform a modified Burial Honor for all Veterans who did not retire from the service. Primarily the Joint Service Team will do the two-man team unless a special request from the deceased family members, an officer is requested due to deceased of an officer or otherwise specified.

g. The firing party NCO will lead the firing party and the pallbearers IAW FM 22-5 chapters 9-28 through 9-41.

h. The pallbearers and firing party will perform duties as outlined in FM 22-5

i. The S-4 or Mr. Brooks is responsible for ensuring that the detail is provided with the necessary equipment to complete the mission.

(1) White gloves (10 sets)

(2) Practice flag

(3) Practice casket

(4) Presentation flags with cases

5. Conducting a funeral general guidelines:

a. The casket is always carried feet first.

b. The detail NCOIC always stands at the head of the casket except when presenting the flag to the next of kin.

c. Service members will salute an uncased flag anytime it is being moved unless they are moving it themselves.

d. Special Request for Burial of Equal Rank will be rendered, if available, once receipt of notification from the family members of the decease.

6. Preparation needed prior to the funeral service:

a. The NCOIC in conjunction with the Casualty Assistance Officer will coordinate with the funeral director to ensure that the service is conducted according to the wishes of the next of kin, and that any details which may change the normal sequence of events are thoroughly discussed in order to ensure a problem free service IAW, DA PAM 608-33, Chapter 3-11b.

b. The NCOIC will conduct a leader's reconnaissance of the gravesite.

c. The NCOIC will always bring a folded flag to the funeral to prevent the presentation of an improperly folded flag.

d. The NCOIC will coordinate meals for the detail meal card holders with the Dining Facility or S3

7. The funeral service:

a. The funeral service may be held indoors (generally in a chapel), or outdoors (at the grave site).

b. If the flag is to be folded prior to moving the casket to the grave site, the folding will be conducted IAW FM 22-5 and presented to the next of kin at the direction of the funeral director or chaplain.

c. Following the funeral service the detail will move the casket to the hearse or gravesite depending on the distance of the gravesite from the funeral home, or chapel. If the casket is moved to the hearse they will precede the funeral procession and await the arrival of the hearse.

d. Prior to the internment ceremony the firing party will stack arms at the location they will be firing and place a guard on them.

e. The detail will come to the position of attention as the hearse approaches and the detail NCOIC will salute. After the hearse comes to a halt the detail will march to the rear of the hearse and remove the casket from the hearse. As the casket is being removed from the hearse the NCOIC will render a hand salute. The burial detail will then move the casket to the lowering mechanism making

sure that the casket is carried feet first. The NCOIC will march at the head of the casket, and render a hand salute as the casket is lowered onto the lowering mechanism. He will then move behind the chaplain. The detail will then move to their weapons and take arms.

8. Rendering of honors: At the signal from the NCOIC the firing party commander will bring the firing party to attention and command with blank ammunition load. The firing party will then fire three volleys as described in FM 22-5. The firing party commander will then command "cease fire", "present arms". Following taps the firing party will stack arms, move to the casket and fold the flag. After the flag is folded it will be passed to the NCOIC. The burial detail will march away from the casket and return to their weapons to wait until the conclusion of the service.

9. Presenting the flag: The detail NCOIC will present the flag to the next of kin, and state in clear voice. "This flag is presented on behalf of a grateful nation, as a token of appreciation for the honorable and faithful service rendered by your loved one." After which he will render a hand salute for three seconds. He will then escort the next of kin back to their vehicle. After the ceremony is complete the firing party will recover all brass, and move to the detail van where they will clear all weapons and leave the cemetery.

10. Coordination with the Casualty Assistance Officer, and the funeral director.

a. The Casualty Assistance Officer will notify the burial detail NCOIC of any details as soon as possible. He will provide the NCOIC with a copy of the request, and any other pertinent information (i.e., strip maps etc).

b. The NCOIC will then make contact with the funeral director or point of contact listed on the request. At a minimum he will find out the following information:

- (1) Will the service be held indoors or outdoors?
- (2) Will the flag be folded at the gravesite, or be folded prior to the service?
- (3) Where is the chapel located?
- (4) Where is the gravesite?
- (5) Who is the next of kin, and what do they look like?
- (6) What time does the service begin?
- (7) What time is the next of kin due to arrive at the gravesite?
- (8) What type of honors is to be rendered i.e. full, partial, flag presentation etc

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c. The NCOIC should meet or at least make a visual identification of the next of kin prior to the service in order to avoid presenting the flag to the wrong individual.

d. Since all funerals are conducted in accordance with the wishes of the next of kin, each funeral is different. The NCOIC should be as flexible as possible, and be prepared to rapidly adapt to accommodate the wishes of the next of kin.

11 Coordination for a military vehicles:

a. Mr. Brooks at 242-6696 or Cell #831-915-7342, or NCOIC, MPD at 242-5210.

b. Mr. Lee, TMP Office, at 242-7791 to make a request.

12. POCs:

a. Coordination for drawing and turn-in weapons, ammunition and brass: F Company Armors, XO at 242-5736, or Platoon Office at 242-6667/4701

b. Casual Support Request is the NCOIC, S3 at, 242-5208/5473/5402

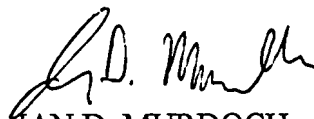
c. Dining Facility Request DLO (food, MREs), Mr. Ramskov Mr. Kelly, at 242-7951/7953.

3 Encls

1 - Funeral Procedures

2 - Pallbearers

3 - Strip Map



IAN D. MURDOCH

CPT, AG

Adjutant General

DISTRIBUTIONS:

CDR, HHC, DLIFLC

CDR, 229th MI Bn

CDR, A Co, 229th MI Bn

CDR, 311th AF Detachment/AF Element

OIC, Naval Detachment

OIC, Marine Detachment

Casualty & Mortuary Affairs Office

MPD Intra-net Website

G

Funeral Procedures

NCOICs should be flexible, creative, and willing to adapt to this SOP and situations at hand. [Any time “salute” is mentioned, it means a slow, even, deliberate, and solemn salute -- held for no less than 3 seconds].

Overall NCOIC awaits hearse curbside and renders hand salute as vehicle comes to a stop. **FIRING PARTY (FP)** comes to ATTENTION. (*Firing party is already pre-positioned, having marched @ port arms to firing point...left face, order arms, dress right dress, ready front and parade rest. This will hopefully be 2 ranks of 3; it may be 1 rank of 6. Be flexible.*) FP will always be commanded by an NCO or officer.

Overall NCOIC comes to ORDER ARMS after vehicle has clearly halted and again salutes as the casket is removed from the hearse. FP (unless they also dual as the pall bearers) is given PRESENT ARMS as casket is moved to grave site. Overall NCOIC follows casket and positions themselves at the head of the grave. The detail will render a hand salute as casket is placed on lowering device. FP is given ORDER ARMS and PARADE REST.

Overall NCOIC then moves to the side allowing the chaplain to begin the service.

At the conclusion of the service, the overall NCOIC positions the detail at the head of the grave and again renders a hand salute. FP CDR gives “ATTENTION” and WITH BLANK AMMUNITION,... LOAD..... [a 7 count movement to include charging the weapon and returning the charging handle to the closed position] FP is now at port arms.

FP CDR gives “READY” (selector placed from safe to semi on initial command), “AIM”, “FIRE” After 1st and 2nd iterations the right hand remains on the pistol grip after charging the weapon.

After the third volley is fired, FP is at port arms. FP CDR gives “CEASE FIRE” (3 count movement whereby members place weapon on safe, come to attention and face half left. FP is then given “PRESENT ARMS” for the playing of taps.

At the conclusion of taps overall NCOIC drops their salute and FP CDR gives “ORDER ARMS”, and “STACK ARMS” or “PARADE REST”, depending on whether or not they double as the Flag Detail.

After weapons are stacked, FP detail is given 2 “STEPS BACKWARD”, “RIGHT FACE”, and “FORWARD MARCH”. Upon reaching the grave site the column splits at the 4th soldier in line, ending up on both sides of the casket. FP is given “MARK TIME, MARCH”, “HALT”, & “CENTER FACE”.

FP detail reaches down to secure flag. The Detail CDR (quiet verbal commands) lead and slowly raises flag to waist level. FP detail is given 1 “STEP BACKWARD, MARCH”, then “READY,

STEP” or some other appropriate command as necessary and all take a half step to the rear. All members take one step forward on the first fold of the flag. Flag is maintained on line with the center of the casket while being folded. The 2 soldiers initiating the folding of the flag finish folding the flag. This means the blue & stars (the union) slip cleanly through out of their hands down the line toward the 2 soldiers at the foot of the casket. One soldier holds the flag as the excess is tucked in.

After the flag has been folded, it is passed (long edge of flag leading) down to the head of the casket. Flag is passed “leading edge” (longest side of the triangle) forward, until it reaches the last man. Overall NCOIC (at head of casket) and last man execute the appropriate movement to face each other. Flag is passed to overall NCOIC and last man salutes for 3 seconds. Salute is dropped and both execute the proper facing movement to return to their original position.

FP detail CDR gives “READY FACE” (all execute a right or left face, whichever is appropriate) and “FORWARD MARCH”. Flag detail returns to firing point to secure weapons.

Overall NCOIC presents the flag to the Next Of Kin (NOK), chaplain, or Officer In Charge (if one is present). When the flag is presented to the NOK, the overall NCOIC (or other presenter) utters, “on behalf of a grateful nation” At the conclusion of their remarks, they render a hand salute and return to the head of the grave.

Upon reaching the firing point, FP CDR gives “TAKE, ARMS” (ending at order arms), “RIGHT, FACE”, and “PORT, ARMS”. The detail is then marched from the site until the NOK have departed -- expended brass can be retrieved at that time.

Overall NCOIC may want to escort the NOK (or at least be in the near vicinity) to their vehicle and awaits their departure.

Enclosure 2 (Sequence of Events) to Defense Language Institute Foreign Language Center
(DLIFLC) Command Burial Honors Policy

Pallbearers

Pallbearer detail (**PB**) is pre-positioned roadside (weapons stacked if they dual as the **FP**) near the overall **NCOIC**. As hearse approaches, all come to attention while Pallbearer CDR (if applicable) and overall **NCOIC** render hand salute until vehicle has stopped.

Overall **NCOIC** signals with a head nod for **PB** to approach. Detail CDR gives "FORWARD, MARCH" and "LEFT FLANK, MARCH". Upon reaching the hearse, "MARK TIME, MARCH", then "DETAIL, HALT" and "CENTER, FACE" are given. Overall **NCOIC** salutes as casket is removed.

PB is given "READY, FACE" (casket is moved feet first) and "FORWARD, MARCH". **PB** inclines to the left and march the casket to the gravesite, followed by the overall **NCOIC** and preceded by the chaplain, if present.

Pallbearers are given "MARK TIME, MARCH", then "HALT", and "CENTER FACE". Casket is lowered in unison onto the lowering device while **NCOIC** salutes. Pallbearers then depart the gravesite to retrieve weapons, ultimately ending up at parade rest for the ceremony.

The remainder of the ceremony is identical to the funeral procedures.

